

Impact Assessment Summary

1. Name of policy, function or service.

Retirement Policy and Procedure

2. Purpose and aims of the policy, function or service.

The purpose is to confirm the FC's position on arranging retirement and aims to support staff during the transition. The aims are to explain:

- how staff can plan and arrange their retirement;
- the support available for staff in making the transition into retirement;
- how to consider partial retirement as an option;
- how managers can successfully help their staff make the transition whilst ensuring they have the skills the organisations needs to deliver work and services in the future.

3. Who will benefit mainly from this policy, function or service?

The policy will benefit anyone contemplating retiring from the FC as well as managers with regard to effective succession planning.

4. Information and Data (evidence) used.

Consultation has been undertaken with a variety of stakeholders from across the organisation including various management levels in all areas of the business, the FC Trade Unions, and the Equality and Diversity Staff Forum. FC workforce data has also been analysed. Additionally, information from a range of external sources has been obtained.

5. Summary of Impact.

The revision of the FC's Retirement Policy & Procedure has a positive impact from an equalities perspective as the driver is to reduce age discrimination in the workforce. Additionally, women who may have had career breaks to have children now have the potential to build up more reckonable service.

6. Monitoring or Evaluation.

The implementation and impact of the revised policy & procedure will be monitored on an ongoing basis after March 2010 and evaluation will take place within 12 months from this date.

7. Further Information.

Mike Cowan, HR Policy Advisor.